

# Proper Vehicle Use

*AKA. Avoiding a “Guzzlegate”  
controversy at the state level!*



# Summary of Use

- ★ Personal use of a vehicle is only approved by the Legislature.
- ★ Take home vs. Commute vehicles
- ★ Take home vehicles should be tracked in the FleetFocus DB
- ★ Assigned commute vehicles should follow the commute process outlined in Admin Rule R27-3-6, 7, and 8
- ★ Commute exempt vehicles



# Commute process

- ★ Commute is an assigned vehicle taken home more than 5 days per month.
- ★ Submit agency director signed and approved application to DFO.
- ★ DFO tracks in DB and assigns commute number.
- ★ Commute vehicles should be updated each calendar year. (Or during year if change occurs)
- ★ Agency is responsible to complete payroll process for employee's imputed income.



# Unauthorized Use

## R27-3-4. Authorized and Unauthorized Use of State Vehicles (Summary)

- (1) State vehicles shall only be used for official state business.
- (2) Restricted use outside state of Utah...
- (3) Restricted use outside country....
- (4) Unless otherwise authorized, the following are examples of the unauthorized use of a state vehicle:
  - (a) Transporting family, friends, pets, associates or other persons who are not state employees or are not serving the interests of the state.
  - (b) Transporting hitchhikers.
  - (c) Transporting banned substances. acids, explosives, weapons, ammunition, hazardous materials, and flammable materials.
  - (d) Extending the length of time that the state vehicle is in the operator's possession beyond the time needed to complete the official purposes of the trip.
  - (e) Operating a vehicle on drugs...
  - (f) Operating a state vehicle for personal use as defined in R27-1-2(30)....
  - (g) Using a state vehicle for personal convenience, such as when a personal vehicle is not operational.
  - (h) Pursuant to the provisions of R27-7-1 et seq., the unauthorized use of a state vehicle may result in the suspension or revocation of state driving privileges.

# Authorized Use

## **R27-3-5 (1)**

- c) In an emergency, a state vehicle may be used as necessary to safeguard the life, health or safety of the driver or passenger.**

**-AND-**

## **R27-3-5 (2)**

- (2) An employee or representative of the state spending at least one night on approved travel to conduct state business, may use a state vehicle in the general vicinity of the overnight lodging for the following approved activities:**
  - (a) Travel to restaurants and stores for meals, breaks and personal needs;**
  - (b) Travel to grooming, medical, fitness or laundry facilities; and**
  - (c) Travel to and from recreational activities, such as to theaters, parks, or to the home of friends or relatives, provided said employee or representative has received approval for such travel from his or her supervisor.**



# Fuel management

- ★ Monitor vehicles for correct fuel use.
  - Regular vs. Premium
- ★ Compare prices at state sites vs. retail sites.
  - If fuel price is up use state sites, If down use retail sites.
- ★ Monitor MPG for each vehicle.
  - Reduce idle time
  - Low MPG is a problem
  - High MPG is a problem
- ★ Use AFVs more. (CNG < \$1.00 per gallon)



# Fuel Card Use

- ✱ **Gascards are assigned to vehicles. PIN is for driver. (vehicles assigned Gascards should be in FleetFocus).**
- ✱ **Supervisor cards are for emergencies and small equipment only. Not for vehicle use. (What if used?)**
- ✱ **State Gascards are for state vehicles and equipment fuel purchases. Not for personal use!**
- ✱ **What if fuel card doesn't work?**
  - **Pay for fuel using alternative.**
  - **Contact DFO with vehicle number, gallons, etc. and request a reimbursement.**
  - **DFO records transaction in Fuel DB and FleetFocus.**
- ✱ **No Gascard Access?**
  - **Use fuel ticket process in FleetFocus to track fuel purchases.**



# Premium Fuels

- ★ DFO expects drivers to use the proper fuel. Please report access problems.
- ★ Premium fuel used in a vehicle that requires regular wastes money.
- ★ Premium fuel rate.
- ★ Notification
- ★ Online reports





# Online Reports

- ★ Online bill
- ★ Car Wash report
- ★ Cost-per-mile report
- ★ Gascard history report
- ★ Maintenance History report
- ★ Recall report
- ★ Zero miles report
- ★ ETC.



# Web Reports

- ★ Reorganizing into sections
  - Vehicle level reports
    - ★ Car Wash report
    - ★ etc
  - Fleet detail level reports
    - ★ Billing report
    - ★ CPM and History reports
  - Exception level reports
    - ★ CPM exception
    - ★ MPG exceptions



# Future Reports

- ★ MPG (High/Low) exception report
- ★ CPM (High/Low) exception report
- ★ Total Costs over [user \$ input amount]
- ★ Accidents by fleet
- ★ Vehicles not assigned Gascards
- ★ Vehicles using incorrect fuel type
- ★ Tire cost exception report
- ★ PM exception reports (Overdue, etc)
- ★ ***Plus many more...***



# Exception Reports

- \* **Report:** Fuel Miles-per-Gallon
- \* **Class:** 0601- Midsize sedan
- \* **Normal range:** 15-20 mpg
- \* **Problem:** Low MPG Exceptions (anomalies)

* <b><u>Vehicle #</u></b>	<b><u>Actual MPG</u></b>
* <b>FO1234</b>	<b>2.5</b>

- \* **Possible Things to investigate:**
- \* -Incorrect odometer entry
- \* -Excessive vehicle idling
- \* -Unreported fuel transaction
- \* -Vehicle fueled outside network
- \* -Incorrect fuel card used
- \* -Mechanical problem
- \* -Fuel leak



# Questions

★ <http://Fleet.Utah.gov>

